

### OFFICIAL NAME CHANGE REQUEST

All fields on the form MUST be completed and documentation provided in order to process the request. It is the student's responsibility to obtain all required signatures before submitting form to the Law Registrar's Office.

CURRENT NAME: \_\_\_\_\_  
  First Name                                      Middle Name                                      Last Name

Student #: C \_\_\_\_\_ Social Security Number: \_\_\_\_\_

\_\_\_\_\_ OFFICIAL RECORD – This will also change my name on my Diploma.

\_\_\_\_\_ DIPLOMA ONLY – Accepted changes for diploma only are adding diacritical marks or changing a name to an initial. (These diploma name modifications will NOT change your name on your official record. Your official name on record will appear on all your academic documents including your transcripts. The name on your transcripts will not match the name on your diploma.)

NAME CHANGE TO: \_\_\_\_\_  
  First Name                                      Middle Name                                      Last Name

**INTERNATIONAL STUDENT**       YES       NO

**INTERNATIONAL STUDENTS MUST** first obtain a signature from an International Student and Scholar Services (ISSS) Advisor authorizing the name change. ISSS is located at the Whitten University Center, Suite 2275 (Second floor) 305-284-2928 or [iss@miami.edu](mailto:iss@miami.edu)

\_\_\_\_\_  
Signature of ISSS Advisor

\_\_\_\_\_  
Date

**DOCUMENTATION: In person-** must be original or certified copy. **Mailing-** Please mail certified copies to the address noted below. Do not mail in original documents)

\_\_\_\_\_ Marriage License      \_\_\_\_\_ Divorce Decree      \_\_\_\_\_ Naturalization Papers  
\_\_\_\_\_ Passport                      \_\_\_\_\_ Court Order                      \_\_\_\_\_ Birth Certificate

Student Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

**FOR OFFICE USE ONLY:**

Name change processed by: \_\_\_\_\_ Date: \_\_\_\_\_